

Town of Jefferson
Office of the Planning Board

Minutes
October 27, 2020

Members present: Chairman Gil Finch, Gordon Rebello, Jason Call, Michael Meehan, Bob Roy, alternate
Absent: Donna Laurent, Kevin Meehan, Selectmen's representative; Wayne Kellner, alternate
Others present: Charlene Wheeler, Board secretary; June Garneau, Olin Garneau

In the absence of a regular member, Bob Roy was designated a voting member for this meeting.

Minutes

Bob Roy made the motion to approve as read the October 13, 2020 meeting minutes, seconded by Gordon Rebello. The vote to accept the motion was unanimous.

Hearing – Continued – Kenison Campground

The Board secretary reported she had spoken to Jenn Kenison and asked if the Planning Board could expect to see any updates in planning of the campground by June of 2021 as this will be the two-year anniversary of their application which still has not been accepted as being complete. Also, since such a long time has passed since the last hearing date, the Planning Board would have to notify abutters again if any changes in the application took place. Ms. Kenison agreed that it made sense to suspend their application at this time. She said she would confirm that with her husband as well and let the secretary know of any change in that decision before this meeting date. Board members agreed that the Kenison application will not be continued and will not be put on further meeting agendas.

Master Plan

June Garneau and Olin Garneau handed out drafts of the Chapter 5 section of the Master Plan Revision which discusses housing and population. She and the Board members proceeded to go through the document section by section looking at relevant survey results and statistics showing numbers and trends from the American Community Survey provided by the US Census Bureau. There is an overall assumption the population of Jefferson is aging with most households containing only 2 people. The NH Office of Strategic Initiatives predict the town will likely lose population over the next 20 years. Current residential housing is mostly single-family residences and can be unaffordable for younger generations. The local elementary school which always has had a good educational reputation has been closed and students transported to schools in adjacent towns. There is a limited inventory of rental housing and may be less available because of seasonal rentals generating more income for owners. There are currently no elderly housing or facilities in Jefferson. More than 50% of town property is owned by nonresidents and the federal government. Many very large lots (over 100 acres) of empty land exist in the town. There were several goals listed to address housing issues but Board members felt that these need to be examined and discussed further before being agreed to. It was noted that a section already exists in the current Land Use Ordinance addressing cluster housing although revisions may be needed at some point. The Board members assured June they were very satisfied with the work June has been doing for the Board and appreciate the results they have seen so far. They expect to continue meeting with June on November 24. June and Olin thanked the Board and left the meeting.

Financial Report

Jason Call made the motion to accept the financial report, seconded by Gordon Rebello. The vote to accept the motion was unanimous.

Communications

The 2021 Traditional March Town Meeting Schedule has been published and it was noted the last day to publish a notice for a first hearing on amendments to zoning ordinances is January 7 which doesn't allow much time on the calendar to meet this deadline given the Board's work on the Master Plan and other issues they have been asked to address.

A copy of a building permit was circulated

Copies of Selectmen's minutes can be read on the town's website and any questions brought to the next Planning Board meeting. A copy of the minutes of the joint meeting with the Select Board on September 28 has already been given to Planning Board members

The Board secretary reported she has received phone calls recently which are difficult to deal with as they involve Select Board business some of which she hasn't been updated or received information on. She said she is happy to answer any questions she is able to and direct the caller to where they might be helped. But there still seems to be a lack of coordination and communication with the Select Board which can be frustrating.

The September/October issue of *Town and City* is available at the town office.

Unfinished Business

A document given to the Planning Board at their last meeting (attached to the Oct. 13 minutes) which outlines the need for an amendment to the Land Use Ordinance addressing the need for safety inspections was again discussed. There seemed to be agreement among Board members that any such regulations be very specific about what is actually being inspected as inspections can cover a wide range of items. Property owners need to be better informed of already existing state codes. It makes it very difficult to enforce these codes when owners are not aware of what they are obligated to do. What is to be inspected, what structures will be inspected, and how frequently. Any new building permit issued by the Select Board needs to be expanded to include this information and any other pertinent regulations. Fees need to be assessed to cover the cost of such inspections if conducted by the town but reports from other qualified inspectors could be accepted instead. How 911 numbers are assigned was another question asked. Should this be part of a building permit? Jason Call suggested any amendments could be in Article 6 of the Land Use Ordinance. (See attachment to these minutes.) It would be helpful if the forms and instructions provided by every town board to notify applicants of exactly what information is required and what is expected of the applicant. People deserve accurate information at the beginning of any project. Responses to a Master Plan Survey question asking about the need for a building inspector in general were very much against such an idea and that needs to be kept in mind as well. Further discussion was tabled until the Board's next meeting.

The Board secretary had given Board members at their last meeting copies of ordinances in the towns of Whitefield and Lancaster pertaining to recreational vehicles and camping as well as short term rental units to read before the next meeting. These need to be discussed as well for language changes need in Jefferson's Land Use Ordinance to address these concerns. The Select Board has sent out letters to some owners of property where there have been complaints but copies of these letters and each situation has not been shared with the Planning Board. A phone call from one of the recipients of such a letter has telephoned the Planning Board secretary and she referred the gentleman to the Select Board as they are the entity to enforce any regulations they determine may be violated. Further discussion was tabled until the Board's next meeting because of the lateness of the hour.

The Board's next regular meeting date is November 10.

There being no further business, Bob Roy made the motion to adjourn the meeting, seconded by Jason Call. The meeting was adjourned at 9:20 p.m.

Charlene Wheeler
Secretary to the Board

ARTICLE VI

ADMINISTRATION AND ENFORCEMENT

SECTION 1. APPROVALS.

- A. New construction: To assure compliance with the regulations of Article IV of this ordinance, it is required that a site plan with contours and elevations be submitted and an approval in writing be secured from the Board of Selectmen plus an approval review fee based on administrative cost to be paid before any construction is commenced.
- B. Existing construction: Because it was sited prior to the date of this ordinance, a building may already exceed the limitations of Article IV. To assure that these limitations are not further infringed, it is required that any proposed change which would affect setback or height limitations or any change in usage be approved as in A. above before construction is begun.
- C. No approval shall be required for any refurbishing, repairing, renovation or rebuilding of any existing structure which does not, and will not, infringe on the limitations of setback or height as noted in this Ordinance.
- D. Variance: Any application for a building permit, not meeting the provisions of Article IV must, apply for a variance from the Board of Adjustments before submitting the application to the Board of Selectmen for approval.

SECTION 2. ENFORCEMENT: This Ordinance shall be administered and enforced by the Board of Selectmen or their designee.

- A. The Board of Selectmen or their designee shall administer this Ordinance literally and shall not have the power to permit any use of land or buildings which is not in conformance with this ordinance. The Board of Adjustment as noted in ARTICLE VII must approve special exceptions and any variances from the terms of this Land Use Ordinance.
- B. If any violation of this ordinance occurs, the Selectmen shall institute in the name of the Town of Jefferson, any appropriate action, or injunction or other proceeding to prevent, restrain, correct or abate such violation.

SECTION 3 PENALTIES: Any person who violates any provision of this Ordinance shall be subject to a fine of not more than \$100.00 for each day such violation may exist.